




## Memorandum

Date December 15, 2004

To DHHS/Division of Real Property, Camille Beben, Director

From Office of Health and Safety, Dr. Robert H. Hill, Jr., Acting Director 

Subject Centers for Disease Control and Prevention (CDC) Environmental Management System (EMS) Self-Declaration Protocol

In accordance with Executive Order 13148, *Greening the Government through Leadership in Environmental Management*, the Centers for Disease Control and Prevention has begun the implementation of an Environmental Management System (EMS). The following protocol will be used to make a self-declaration of CDC's EMS as required by the Office of the Federal Environmental Executive:

- 1) CDC will evaluate its EMS using the evaluation guide, Global Environmental Management Initiative (GEMI) "ISO 14001 Environmental Management System Self Assessment Checklist". If necessary, an alternative evaluation guide may be used if it satisfactorily addresses the components of ISO 14001 Environmental Management System criteria.
- 2) An initial evaluation of CDC's EMS will be conducted by Dec 31, 2005 utilizing an internal evaluation team. At least half of the evaluation team will have received audit training for health, safety, and/or environmental management systems. Internal reviews will continue annually until conformance of the management system criteria can be declared. A self-declaration of CDC's EMS will then be made upon a successful evaluation by an external review team. Subsequent internal and external environmental management system audits will be conducted as frequently as necessary but at least once every 3 and 5 years, respectively.
- 3) The EMS evaluation results will be documented and reported to CDC's health, safety, and environmental oversight committee and to the DHHS EMS representative. The Office of Health and Safety will advocate continuous improvement of the EMS through appropriate channels.
- 4) This protocol will be reviewed and updated as necessary.

CDC's overall goal is to expand the EMS to incorporate all health, safety, and environmental facets into one management system for all CDC facilities. This Health, Safety, and Environmental Management System is expected meet the criteria for multiple management system protocols, including ISO 14001.